

CONTRACT RENEWAL

- By: _____
Robert J. Pareene
Statewide Commodity Contract Officer

INSTRUCTIONS

1. **Purchase orders:** To the maximum extent possible, purchase orders shall be submitted to the contractor via the Commonwealth of Virginia's electronic procurement system, also known as eVA. The orders will be governed by this agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the contractor.

Written Purchase Orders Required by the Contractor. When required by the contractor, state agencies and public bodies will supply written purchase order forms for orders under \$5,000.

Verbal/Facsimile Orders. When a written purchase order is not required by the contractor, state agencies have the authority to place facsimile orders for requirements valued at less than \$5,000.

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2. If this contract is authorized for use by localities (see line item 6, page 1), Virginia cities, counties, towns and political subdivisions may use their own form to order items listed in this contract.
3. The applicable contract number, federal employer identification number (FEI), and item number (for itemized contracts) must be shown on each purchase order and copy, each facsimile transmission or given verbally when telephonic orders are placed.
4. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.
5. Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the Division of Purchases and Supply for handling with the contractor. Preprinted forms (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, are available from the Division of Purchases and Supply at website (www.eVA.state.va.us).

SPECIAL INSTRUCTIONS

1. **NOTICE TO ALL STATE AGENCIES:** No purchases from other sources by State agencies of items listed on this agreement will be permitted without prior approval of the Commissioner of the Virginia Department for the Visually Handicapped. As stated in the Code of Virginia, Section 2.1-450, "When convenience or emergency requires it, the Commissioner of the Department may, upon request of the purchasing officer, release the purchasing officer from the obligations of this section. Any purchasing officer who violates its provisions shall be guilty of a misdemeanor and upon conviction shall be punished accordingly." (Request for Waiver Release form attached)
2. **ORDERS:** Agencies must purchase from the Virginia Industries for the Blind regardless of order size. Any exemptions must be granted through the Virginia Industries for the Blind (Request for Waiver Release form attached). Orders of \$25.00 or more will be F.O.B. delivery to the ordering agency. Orders of less than \$25.00, the Virginia Industries for the Blind will be permitted to add actual transportation cost (prepaid) to invoice for payment. Partial shipments of less than the minimum order value which are made at the option of the Virginia Industries for the Blind shall be made F.O.B. Destination with no transportation charges added. Orders are shipped UPS. If, at any agency's request, shipments are below the minimum order value, the Virginia Industries for the Blind may add actual transportation cost to invoice for payment. Agencies may also pick up orders under \$25.00 at the Virginia Industries for the Blind at 1535 High Street.
3. **The Virginia Industries for the Blind DOES NOT accept the American Express Credit Card.**

IMPRINTING INFORMATION:

First-time Set Up Fee - \$35.00

Charge - \$1.20/dz. + Cost of Pens

Art work will be retained on file for 24 months. Repeat orders submitted after that time will require new art work.

Allow a four (4) week delivery period

Pens recommended for Imprinting include:

Stickpen Ballpoint-	1204 through 1212
Soft Touch Stickpen-	1331 through 1337
Aristocrat-	1375
Twist Cap-	1219, 1220, 1221
Standard Retractable-	1222 through 1228
Deluxe Retractable-	1251, 1252
Cushion Grip Retractable-	1370 through 1374
Roller Ball-	1312 through 1214

25 dz. minimum order amount (per item)

43 dz. minimum order for Cushion Grip Pens

All caps (capital letters) -no more than 20 characters (include spaces) per line Imprinting. Five line maximum.

Upper and lower case - no more than 30 characters (include spaces) per line.

Logos are acceptable and can be used to enhance printing.

CALL 786-2056 for Details

WAIVER: This contract and the mandatory clause covers all writing instruments used by state agencies with the exception of the following items:

- | | | |
|--------------------------------------|---------------------------------------|------------------------------|
| - Pen with Holders | - Colored lead for mechanical pencils | - Purple HiLighter |
| - Calligraphy pens | - Rapidograph technical pens | - Vis-a'-Vis overhead marker |
| - Fountain pens | - Audio Visual markers | - Pencil to be imprinted |
| - Drafting Pencils and refills | - Golf Pencils | - Colored pencil sets |
| - Water based Markers for Easel Pads | - Washable Markers | |

The above items can be ordered using normal state procurement procedures during the term of this contract.

Request for Waiver Release Form

Writing Instrument Contract

DATE: _____

MAIL TO: Virginia Industries f/t Blind
1535 High St., Richmond 23220
ATTEN: Waiver Reviewer

Requestor's phone number ()

Requestor's fax number ()

FAX TO: **(804) 786-4582**

Agency _____ requesting _____ release: _____

Address: _____

Person requesting release: _____ Title: _____

User's _____ Department: _____

User's name (if different from requestor): _____ Title: _____

Indicate the items requested to be purchased off state contract

<u>ITEM NO.</u>	<u>PRODUCT</u>	<u>BRAND</u>	<u>TYPE-MODEL-DESCRIPTION</u>	<u>QUANTITY</u>
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1.

2.

3.

FOR EACH ITEM ABOVE, LIST SPECIFIC FUNCTIONAL REQUIREMENTS NOT BEING MET BY VIRGINIA INDUSTRIES FOR THE BLIND PRODUCT WITH AN EXPLANATION.

(PERSONAL PREFERENCE IS NOT CONSIDERED JUSTIFICATION FOR WAIVER)

Above corresponding:

ITEM NO. 1.

ITEM NO. 2.

ITEM NO. 3.

Above corresponding:

Section to be completed by VIB

ITEM NO. 1.	[] GRANTED	[] DENIED	DATE: / /
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ITEM NO. 2.	[] GRANTED	[] DENIED	DATE: / /
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ITEM NO. 3.	[] GRANTED	[] DENIED	DATE: / /
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COMMENTS:

VIB AUTHORIZED SIGNATURE

DATE

Items may be viewed on the writing instrument page in the manufacturing section. The site is <http://www.vdbvi.org/vib/writinginstruments.htm>

DESCRIPTION	PRODUCT NUMBER	INK COLOR	POINT SIZE	UNIT PRICE
Stickpen Ballpoint: A round barrel for writing comfort with cap and clip. Cap color denotes ink color. Non-refillable.	1204 1205 1206 1207 1208 1209	Blue Black Red Blue Black Red	Fine Fine Fine Medium Medium Medium	\$2.15 dz. 2.15 dz. 2.15 dz. 2.15 dz. 2.15 dz. 2.15 dz.
Stickpen Accountant: Ballpoint with auditor's extra fine point. Non-refillable.	1210 1211 1212	Blue Black Red	Ex.Fine Ex.Fine Ex.Fine	\$2.15 dz. 2.15 dz. 2.15 dz.
GEL Stix: GEL ink provides exceptionally SMOOTH writing. .7 MM point delivers no smudge quick drying ink in black, or <u>purple</u> while supplies last.	1200 1250	Black Purple	.7 MM .7 MM	\$9.75 dz. 9.75 dz.
Chain Pen: (Refillable with 1229 – 1235)	1203	Blue	Medium	\$6.70 dz.
Soft Touch Stickpen: A flexible non-refillable stick pen with ribbed finger grip in three ink colors and two point sizes.	1331 1332 1333 1334 1336 1337	Black Red Blue Black Red Blue	Medium Medium Medium Fine Fine Fine	\$7.85 dz. 7.85 dz. 7.85 dz. 7.85 dz. 7.85 dz. 7.85 dz.
Flex Security Pen: Flexible 4" long stick pen designed with safety in mind. Non-refillable.	1372	Black	Medium	\$4.35 dz.
EraseAway: <i>New!</i> Truly erasable ink that cures to become permanent over time.	1438 1439	Black Blue	Medium Medium	\$7.50 dz. 7.50 dz.
Vista Retractable: Retractable Ball Point Pen with cushion grip features transparent barrel displays ink color and allows user to monitor ink levels. Includes handy pocket clip. Medium point. Cushion Grip refills fit Vista.	1292 1293 1294 1295	Black Blue Red Purple	Medium Medium Medium Medium	\$9.95 dz. 9.95 dz. 9.95 dz. 9.95 dz.

DESCRIPTION	PRODUCT NUMBER	INK COLOR	POINT SIZE	UNIT PRICE
Aristocrat: Handsomely boxed and elegantly designed retractable combines a comfortable wide diameter design featuring a rubberized grip with top line performance for everyday use. Black, accented with gold trim. Refillable.	1375	Black	Medium	\$4.25 ea.
Aristocrat Refill: Four jumbo refill cartridges per pack.	1367 1368	Black Blue	Medium Medium	\$1.75 pk. 1.75 pk.
Mini-Stick Pen: Courtesy miniature stick pen, 7/32" dia. X 4 1/4" long white barrel. Give away pen for medical or high loss situations. One hundred in a pack.	1270	Black	Medium	\$11.95 pk.
Twist Cap Ball Point: Fixed cap with pocket clip twists to retract. Non-refillable.	1219 1220 1221	Blue Black Red	Medium Medium Medium	\$3.75 dz. 3.75 dz. 3.75 dz.
Standard Retractable Ball Point Pen: Reliable classic retractable. Solid color indicates ink color. Chrome pocket clip and distinctive band. Refillable. Deluxe ink.	1222 1223 1224 1225 1226 1227 1228	Blue Black Red Green Blue Black Red	Fine Fine Fine Fine Medium Medium Medium	\$5.90 dz. 5.90 dz. 5.90 dz. 5.90 dz. 5.90 dz. 5.90 dz. 5.90 dz.
Standard Retractable / Admiral Refills: Brass cartridge with tungsten carbide ball, 24 month shelf life and 5,000 feet write out. Fits Chain Admiral and Standard Retractable.	1229 1230 1231 1232 1233 1234 1235	Blue Black Red Green Blue Black Red	Fine Fine Fine Fine Medium Medium Medium	\$3.30 dz. 3.30 dz. 3.30 dz. 3.30 dz. 3.30 dz. 3.30 dz. 3.30 dz.
Deluxe Retractable Ballpoint: Retractable, refillable ballpoint pen. Styled in classic European fashion found in more expensive pens. Barrel and cap made from high impact plastic with gold trim. Burgundy barrel blue ink, Black barrel black ink.	1251 1252	Black Blue	Medium Medium	\$11.55 dz. \$11.55 dz.
Refills for Deluxe Retractable Ballpoint:	1309 1330	Black Blue	Medium Medium	\$3.50 dz. \$3.50 dz.
Chubby Ergonomic Retractable Ballpoint: Wide body, retractable, refillable, and comfortable to use. Four in a box. The wide body and thick-grip cushion is ergonomically engineered to fit any writing style. (4 in box) See cushion grip for refills.	1359 1382	Black Blue	Medium Medium	\$6.45 pk. 6.45 pk.

DESCRIPTION	PRODUCT NUMBER	INK COLOR	POINT SIZE	UNIT PRICE
Aristocrat GEL: <i>New!</i> The Aristocrat Gel Ink Penn has a strikingly handsome, contemporary design. Cushion Grip and refillable.	1432	Black	.7 mm (Medium)	\$5.35 ea.
Aristocrat GEL Refill: Four large refills in each pack Black or blue.	1433 1434	Blue Black	.7mm .7mm	\$2.40 pk. 2.40 pk.
GEL Retractable: Smooth writing .7mm GEL ink.	1407 1408 1409	Blue Red Black	Medium Medium Medium	\$12.95 dz. 12.95 dz. 12.95 dz.
GEL Retractable Refills:	1411 1412 1410	Blue Red Black	Medium Medium Medium	\$ 4.95 dz. 4.95 dz. 4.95 dz.
Sarasa GEL Retractable Assortment: Ten Colors in the case include: Fuchsia, Lime, Mustard, Forest, Mahogany, Navy, Cobalt, Red, Blue, Black. Rubber Grip.	1424	10 Colors	.7mm	\$10.95 pk.
Cushion Grip Retractable Ballpoint: Ergonomically engineered for comfort and writing ease. Unique cushion grip provides maximum non-slip, sure-grip.	1370 1371 1373 1374	Black Black Blue Blue	Medium Fine Medium Fine	\$ 7.95 dz. 7.95 dz. 7.95 dz. 7.95 dz.
Cushion Grip, Vista, Chubby Refills: Ballpoint refills are interchangeable among the Cushion Grip, Vista and Chubby pens.	1392 1391 1383 1384 2540 2541	Black Black Blue Blue Red Purple	Medium Fine Medium Fine Medium Medium	\$ 3.30 dz. 3.30 dz. 3.30 dz. 3.30 dz. 3.30 dz. 3.30 dz.
Techno Twist: Three INKS in one PEN! Twist soft grip to choose Red, Blue or Black .7mm point.	1422	Red Blue Black	Medium	\$3.75 ea.
Ultra Retractable Pen: Ultra Soft RUBBER grip with stainless steel and black styling. Refillable with blue or black ink.	1419	Black	Medium	\$23.95 dz.

DESCRIPTION	PRODUCT NUMBER	INK COLOR	POINT SIZE	UNIT PRICE
<p>Ultra and Executive Ink Refill:</p> <p>Blue or black refill fit the new Ultra and Executive Retractable Ballpoint Pens.</p>	1242 1243	Blue Black	Fine Fine	\$12.95 dz. 12.95 dz.
<p>Ultra Mechanical Pencil:</p> <p>Ultra soft RUBBER Grip with stainless steel and black styling. 0.5mm Refill item # 1430.</p>	1420	Lead	.5mm	\$23.95 dz.
<p>Ultra .5mm Mechanical Lead Refill:</p> <p>Refills for the Ultra .5mm Mechanical pencil include ten erasers and eighty leads. Eraser fits only the Ultra .5mm Mechanical Pencil.</p>	1430	Lead Eraser	.5mm	\$5.65 box
<p>Executive .5mm Mechanical Pencil Refill:</p> <p>Refill lead and eraser <u>fit only</u> the M-301 Executive pencil discontinued this year.</p>	1247	Lead	.5M	\$9.60 box
<p>Ultra Pen & Pencil Set:</p> <p>Matched set, mechanical pencil and retractable pen with handsome black and stainless steel styling.</p>	1421	Black	MED/ .5mm	\$4.00 Set
<p>Standard Mechanical Pencil, .5mm:</p> <p>Continuously sharp writing with automatically fed lead. Refillable.</p>	1413 1414	Black barrel Blue barrel	MED/ .5mm	\$4.25 dz.
<p>Tapli Mechanical Pencil:</p> <p>Soft rubber grip with see-through Barrel and durable .7mm lead.</p>	1423	Lead	.7mm	\$11.75 dz.
<p>Tapli .7mm Mechanical Pencil Refill:</p> <p>Six tubes of .7mm lead (12 each) and two Eraser Packs (5 each).</p>	1431	Lead	.7mm	\$8.95 pk.
<p>Cusheeze:</p> <p>Five foam rubber grips in assorted colors promote ergonomics and relieve calluses. Fits all standard pencils and stick pens.</p>	1390	Rose, Blue, Lavender, Yellow, Green	Soft	\$1.95 box

DESCRIPTION	PRODUCT NUMBER	INK COLOR	POINT SIZE	UNIT PRICE
Wood Lead Pencils: Wood case pencil with yellow finish and rounded hexagonal shape. Packed 6 dozen in a box, sold in any increment of dozen.	1340 1341 1342 1343 1344	Lead Lead Lead Lead Lead	Lead # 1 Lead # 2 Lead # 2.5 Lead # 3 Lead # 4	\$1.10 dz. 1.10 dz. 1.10 dz. 1.10 dz. 1.10 dz.
Erasable Red Pencil: Special lead erases clean. Stays sharper longer for bookkeeping entries, engineering notations, blueprints.	1346	Red	Lead	\$3.95 dz.
Free Ink Roller ball: Roller ball pen with metal clip provides smooth writing in .5mm or .7mm point with black or blue ink. Barrel has a window to observe ink supply and end plug indicates ink color. Now available in red.	1269 1266 1267 1268 1436	Blue Black Blue Black Red	.5mm .5mm .7mm .7mm .7mm	\$13.95 dz. 13.95 dz. 13.95 dz. 13.95 dz. 13.95 dz.
Roller Ball Pen: Precision .5 mm ball for clean, crisp lines. Barrel and cap match ink color. Non-refillable.	1313 1312 1314	Blue Black Red	Fine Fine Fine	\$7.75 dz. 7.75 dz. 7.75 dz.
Uniball Vision Roller Ball: High tech design with advanced ink feed system. .3MM fine pt.	1377	Black	Fine	\$16.45 dz.
Uniball Onyx Roller Ball Pen: Slim matte easy to hold barrel with micro .2 MM point.	1376	Black	Micro	\$5.25 dz.
Laundry Marker: "Scrubby" Clipped black pocket-size; permanent on cloth. Indelible ink.	1258	Black	Fine	\$6.15 dz.
Sharpie Fine Point Permanent Markers: Permanent quick drying for precise marking on glass, metal, plastic, and many other materials.	1323 1306 1316 1317	Blue Black Red Green	Fine Fine Fine Fine	\$9.20 dz. 9.20 dz. 9.20 dz. 9.20 dz.

DESCRIPTION	PRODUCT NUMBER	INK COLOR	POINT SIZE	UNIT PRICE
Sharpie Fine : <u>Assortment</u> : Fine Point Permanent Markers in four colors: (Eight Markers) 2 each - Blue, black, red, green.	1305	Assorted	Fine	\$5.60 pk.
Sharpie Extra Fine Point Permanent Markers: Extra Fine Point Permanent marks on virtually all materials, no smears, no smudges. Water resistant.	1318 1319 1320 1321	Blue Black Red Green	Ex. Fine Ex. Fine Ex. Fine Ex. Fine	\$8.25 dz. 8.25 dz. 8.25 dz. 8.25 dz
Sharpie Extra Fine <u>Assortment</u> : Extra Fine Point Permanent Markers in four colors: (Eight Markers) 2 each - Blue, black, red, green.	1322	Assorted	Ex. Fine	\$5.50 pk.
Fine Point Marking Pen: Porous fiber tip produces medium line with permanent ink. Barrel and cap color match ink color. Non-refillable.	1259 1260 1261 1262	Blue Black Red Green	Fine Fine Fine Fine	\$2.75 dz. 2.75 dz. 2.75 dz. 2.75 dz.
Ultra Fine Markers: Firm, Ultra fine tip produces thin accurate lines. Non-refillable.	1356 1355 1357	Blue Black Red	U/Fine U/Fine U/Fine	\$5.65 dz. \$5.65 dz. \$5.65 dz.
China Marker: Non-toxic; marks on metal, glass, or any polished surface. Paper wrapped stick, pull string to expose point.	1351 1352 1353 1354	Blue Black Red Yellow	Bold Bold Bold Bold	\$8.10 dz. \$8.10 dz. \$8.10 dz. \$8.10 dz.
Lite Rite: <i>New!</i> Double-ended Pen/Highlighter	1437	Black yellow	.7mm Chisel	\$14.25 dz.
Pocket Highlighters: Packaged in five colors of two each: pink, blue, fluorescent: yellow, green, and orange.	1276	5 colors	Narrow (Chisel Tip)	\$5.15 pk.
Pocket Highlighters: Ten fluorescent yellow pocket highlighters in pack.	1288	Yellow	Narrow (Chisel Tip)	\$5.15 pk.

DESCRIPTION	PRODUCT NUMBER	INK COLOR	POINT SIZE	UNIT PRICE
<p>Desk Highlighter:</p> <p>Broad Chisel Tip Highlighters available in three colors: fluorescent yellow, light blue, and pink.</p>	<p>1278</p> <p>1281</p> <p>1282</p>	<p>Yellow</p> <p>Lt. Blue</p> <p>Pink</p>	<p>Broad</p> <p>Broad</p> <p>Broad</p>	<p>\$6.20 dz.</p> <p>6.20 dz.</p> <p>6.20 dz.</p>
<p>Desk Marker:</p> <p>Desk size permanent marker with chisel tip marks broad, medium, or standard lines. (<u>Not</u> for Dry-Board)</p>	<p>1284</p> <p>1285</p> <p>1286</p> <p>1287</p>	<p>Blue</p> <p>Black</p> <p>Red</p> <p>Green</p>	<p>Broad</p> <p>Broad</p> <p>Broad</p> <p>Broad</p>	<p>\$2.85 dz.</p> <p>2.85 dz.</p> <p>2.85 dz.</p> <p>2.85 dz.</p>
<p>Dry-Board Markers:</p> <p>Colors that go on wet, dry instantly, and wipe off completely with dry tissue. For use on erasable marker boards. (Four colors in the pack).</p>	<p>1350</p>	<p>Red, Blue, Black, Green</p>	<p>Broad</p>	<p>\$4.60 pk.</p>
<p>Dry-Board Markers:</p> <p>Color goes on wet, dry instantly, and wipe off completely with dry tissue. For use on erasable marker boards. All BLACK.</p>	<p>1358</p>	<p>Black</p>	<p>Broad</p>	<p>\$13.45 dz.</p>
<p>Whistle Clean Whiteboard Cleaner:</p> <p>Dry Erase Surfaces come whistle clean, eliminates ghosting, spray on/wipe off. Non-toxic and non-flammable fluid.</p>	<p>1427</p>	<p>Clear</p>	<p>8 fluid oz.</p>	<p>\$2.50 ea.</p>
<p>Whistle Clean Eraser:</p> <p>Removes markings quickly and cleanly From dry-erase surfaces.</p>	<p>1428</p>	<p>Black</p>	<p>Soft</p>	<p>\$2.50 ea.</p>
<p>Whistle Clean Eraser and Cleaner:</p> <p>The combination of dry board conditioner / cleaner and smooth eraser keeps surfaces clean as a whistle.</p>	<p>1429</p>	<p>Black</p>	<p>Soft</p>	<p>\$5.00 kit</p>
<p>Clam-Clip DESK Dispenser:</p> <p>Paper fastening system uses stainless steel clips to hold up to 40 pages together neatly and securely. Won't damage documents. Loaded with 10 removable and <u>reusable</u> clips.</p>	<p>1253</p>	<p>Blue</p>		<p>\$13.40 ea.</p>
<p>Clam-Clip Hand Held Dispenser:</p> <p>Clips interchangeable with desk model. Fully loaded with 8 clips. Easy to use and reload. Great for documents to be faxed or copied later!</p>	<p>1254</p>	<p>Blue</p>		<p>\$4.25 ea.</p>
<p>Refills for Desk and Hand Held Clam-Clip</p>	<p>1255</p>	<p>Chrome</p>	<p>50 / box</p>	<p>\$3.40 box</p>

DESCRIPTION	PRODUCT NUMBER	INK COLOR	POINT SIZE	UNIT PRICE
Revise Correction Pen: Advanced metal tip applicator allows for precise Corrections. 8 ML.	1426	White	.7mm	\$1.75 ea.
Sample Kit: Complete Sample Packet representing writing instruments offered on this State contract including new offerings.	1310	Various	Various	\$32.00 kit

To assist us in expediting your order, please list the Commodity Code Number, Description of the Item, and Price Per Unit. This will allow us to serve your writing instrument needs in a more efficient manner. Thank you. If your agency allows, copy and reuse the attached order form for convenience. Include a purchase order or requisition number for reference.

FOR MAXIMUM QUALITY AND LONGEVITY OF INK SUPPLY, RECAP MARKERS WHEN NOT IN USE, OR IF USAGE IS INTERRUPTED FOR A PERIOD OF TIME.

Code of Virginia

s 2.1-450. **Purchases from Department for Visually Handicapped; violation.** --Unless exempted by the Division, all such services, articles and commodities as (1) are required for purchase by the Division or by any person authorized to make purchases in behalf of the Commonwealth and their departments, agencies and institutions, (2) are performed or produced by persons, or in schools or workshops, under the supervision of the Virginia Department for the Visually Handicapped, (3) are available for sale by the Department, and (4) conform to the standards established by the Division shall be purchased from the Department at the fair market price without competitive procurement. When convenience or emergency requires it the Commissioner of the Department may, upon request of the purchasing officer, release the purchasing officer from the obligations of this section. Any purchasing officer who violates its provisions shall be guilty of a misdemeanor and upon conviction shall be punished accordingly. (Code 1950, s 2.1-285; 1966, c.677; 1977, c.672; 1982, c.647; 1984, c.498)